



Michigan State University College of Law

Student Bar Association

Funding Request Form

msulawsba.org

Finance Director

Jonathan Liu | msusbafinance@gmail.com

Faculty Advisor

Rosa Jarquin | jarquinr@law.msu.edu

Before completing this Funding Request Form, please review the SBA Funding Guidelines, available [here at the MSU Law SBA Funding Page](#).

INSTRUCTIONS

1. Fill out the Funding Request Form. If you have any questions, please contact the SBA Finance Director.
2. Submit the completed Funding Request Form via email *only* to the Finance Director. Attach any relevant documents, such as an itemized invoice, price quotes and/or other documents establishing the need for the dollar amount requested.
3. If the Funding Request Form is complete, the Finance Committee will consider your request at its biweekly meeting.

FAQs

- **Reimbursements.** SBA operates on a **reimbursement basis** subject to the College of Law's Accounting Department.
- **Compliance with Funding Guidelines.** The RSO must comply with all SBA Funding Guidelines. The most common reason for denial of a Funding Request is due to noncompliance with the Guidelines.
- **Submission deadline.** Requests must be received at least **13 calendar days** before the RSO's event date. Finance Committee may refuse to consider Requests that are not timely submitted.
- **Advertisement requirement.** Any RSO hosting an event supported by SBA Funds must publicize the event in the Spartan Law Docket. If event details are modified, please update the Spartan Law Docket and any other advertisements methods accordingly (e.g. posters, social media pages, etc.).
- **Request Issues.** If the Finance Committee has questions/concerns regarding a Funding Request, you will receive an email from the Finance Director inviting a representative of your RSO to attend the Finance Committee meeting. The appointed representative should have sufficient knowledge of the event to answer Finance Committee's questions.
- **Notice of decision.** Finance Director will notify the applicant **within 48 hours** of the Finance Committee's decision at the email address associated with the original submission.
- **Right to appeal.** RSO retains the right to appeal Finance Committee's decision. If you elect to appeal its decision, you and/or your RSO's representative must email the Finance Director **within 48 hours** of the timestamp on the email of its decision to you.
- **Food & Beverage Policy.** From time to time, the Law College/Office of Student Affairs amends its food and beverage policy. Please take note of the Office of Student Affairs' current policies, last updated for Spring 2022 semester.
- **Additional help.** If you have a concern that cannot be resolved by SBA, please contact the Faculty Advisor.



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This Funding Request Form is for the Finance Committee's consideration for distribution of SBA Funds to Registered Student Organizations at the Law College.

1. **RSO Name** _____

2. **MSU RSO Account Number** _____

3. **Contact Information (MSU email)** _____

4. **Event Name** _____

5. **Event Date** _____ **Time** _____

6. **Event Location** _____

7. **Proposed Speaker** _____

8. **Expected Attendance** _____

9. **Brief Description of the Event**

10. **Has your RSO fundraised for this Event? Circle one: Yes No**

If yes, describe the fundraising activities the RSO has planned or completed in anticipation of this Event.

11. **Total Projected Budget for this Event \$** _____

12. **Total Funds Requested from SBA for this Event \$** _____

13. **Attach an itemized breakdown (e.g. Excel document) of the Total Projected Budget for this Event in your submission email to the Finance Director.**

If additional space is needed, feel free to expand beyond the space provided above. Finance Committee is more likely to approve detailed and justified Funding Requests.

GOOD LUCK WITH YOUR EVENT!